

A man with a beard, wearing a dark blue baseball cap with a small yellow logo and a light blue button-down shirt, is leaning over a workbench. He is focused on a task, possibly related to printing or manufacturing, as he handles a piece of material. In the background, a large industrial machine with a red interior is visible. The overall scene suggests a professional or industrial environment.

**spark**

**SPARK Internship  
Programme  
Manual**

# Introduction to Internship Programme Manual



Internships significantly increase the chances of higher education students attaining a job after their studies. Not only do they give students a chance to put their classroom knowledge into practice and attain relevant work experience, but they also help students to build-up up a professional network. Employers can also greatly benefit as internships allow them to use the services of talented individuals without having to immediately make an employment commitment. Moreover, new innovative ideas and fresh perspectives often come from interns too. Unfortunately, in conflict-affected and fragile regions, the opportunities for young people to do an internship are limited, while companies are often not willing, or do not see the long-term benefit, of investing in training potential employees.

## Connecting students with employers

SPARK's Internship Programme addresses these challenges head on by connecting students, higher education institutions, companies and other relevant partners (such as ministries of education, chambers of commerce and chambers of industry) with each other. Providing soft skills training to students and support to higher education institutions in incorporating internships into their programmes are essential parts of this programme. But other elements, such as showing employers the opportunities and benefits of offering internships, are crucial too. As additional investment in this area remains much needed, we produced an Internship Programme Manual, which can serve as a useful guide in establishing similar internship programmes.

A young woman with dark skin and long braids, wearing purple-rimmed glasses and a light blue denim jacket over a white top, is sitting in a black office chair at a desk. She is smiling and looking towards the right side of the frame. A computer monitor is visible on the right, and her hands are near a keyboard and mouse. The background is slightly blurred, showing an office environment.

**SPARK**

Rwanda - Speciose Byukusenge -  
Le Grenier bakery - Jeppe Schilder

# Manual

Our Internship Programme Manual is meant to be as practical and hands-on as possible and therefore includes many real-life examples, lessons learned and ready-to-use templates. Highlighting the main elements of setting-up an internship programme, the manual is divided into the following sections:

## **Preparation and planning:**

- Analysing the labour market;
- Designing the programme.

## **Selecting partners and companies:**

- Reaching out and creating awareness;
- Partnering up with research body's, implementing partners and educational institutions;
- Establishing partnership agreements;
- Selecting companies;
- Establishing company application and commitment forms.

## **Practical implementation:**

- Starting a call for applications;
- Selecting and matching students;
- Providing soft skills training and support;
- Disbursing student stipends;
- Tracking post-internship results;

## **Monitoring outcomes:**

- Collecting data;
- Evaluating and adjusting;
- Institutionalising the programme;



# Who is this manual for

The SPARK Internship Programme manual is written as a 'how-to' document that can guide practitioners in establishing similar internship programmes. The possible users are those practitioners who work at international and local non-profit organizations, business service providers, chambers of commerce, and governments.

## Key results:



In Jordan, 1000 internships were successfully completed and over 600 interns were offered a regular contract - 60% retention of the students we supported;



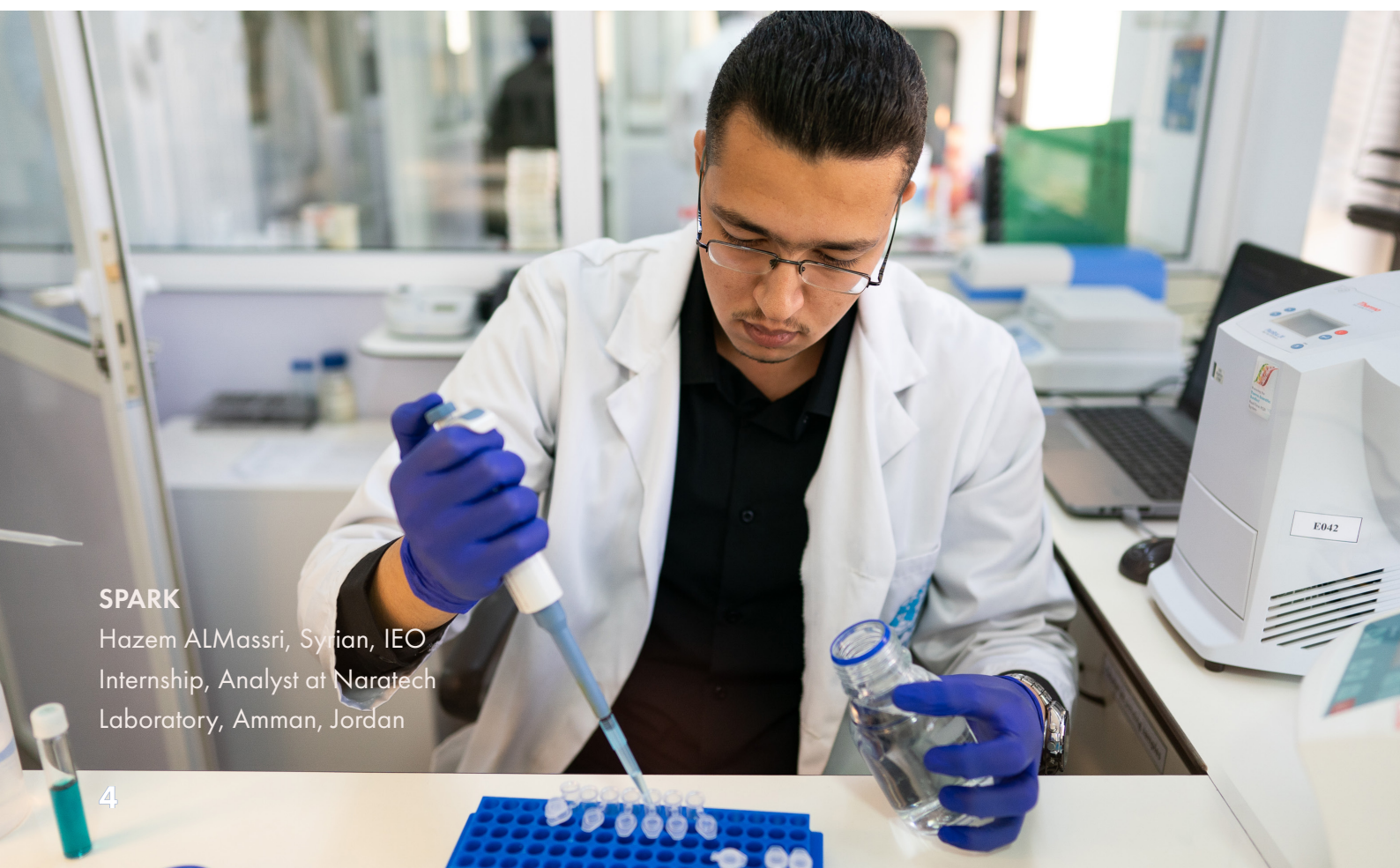
75% of the students we assisted in Kosovo either found a job or pursued a post-graduate study within 6 months of graduation;



In Somaliland, over 3,000 students successfully completed an internship.

### SPARK

Hazem ALMassri, Syrian, IEO  
Internship, Analyst at Naratech  
Laboratory, Amman, Jordan



# About SPARK

**SPARK is an independent, non-profit international development organization, with over 100 staff members working in fourteen offices in thirteen countries. Established in 1994, SPARK has over 25 years of experience in working in post-conflict regions of Eastern Europe, Africa and the Middle East.**

## spark

### Other Manuals:

You can also contact us about our manuals on:

- Cooperative support: from subsistence farming to commercial farming;
- Business Support Centres;
- Entrepreneurship Summer Courses;
- Higher Education Scholarships;
- SME Coaching

**Haarlemmer Houttuinen 15H**

**1013 GL Amsterdam**

**Email: [spark@spark-online.org](mailto:spark@spark-online.org)**

**Phone: +31 (0)20 753 0311**

**[www.spark.ngo](http://www.spark.ngo)**